



not recommended for study



study guide

TABLE OF CONTENTS

| PARA | SUBJECT | PAGE |
|------|--|-----------|
| 1 | Welcome | <u>2</u> |
| 2 | Organization | <u>2</u> |
| 3 | Mission | <u>2</u> |
| 4 | Prerequisites | <u>2</u> |
| 5 | Administrative Requirements | <u>3</u> |
| 6 | Small Group Leader (SGL) | <u>3</u> |
| 7 | Chain of Command | <u>3</u> |
| 8 | Open Door Policy | <u>4</u> |
| 9 | Billeting | <u>4</u> |
| 10 | Meals | <u>4</u> |
| 11 | Finances/Advance Travel Pay | <u>4</u> |
| 12 | Transportation | <u>5</u> |
| 13 | Sick Call Procedures | <u>5</u> |
| 14 | Physical Training | <u>5</u> |
| 15 | Uniforms | <u>5</u> |
| 16 | Formation | <u>5</u> |
| 17 | Inspections | <u>5</u> |
| 18 | Marching Troops in Formation | <u>5</u> |
| 19 | Leadership Positions | <u>6</u> |
| 20 | Classroom Instruction | <u>6</u> |
| 21 | Responsibilities of the Chain of Command | <u>6</u> |
| 22 | Mission Platoon/Detail Roster | <u>7</u> |
| 23 | Graduation Honors | <u>7</u> |
| 24 | Grading Procedures | <u>7</u> |
| 25 | Graduation | <u>8</u> |
| 26 | Release Procedures | <u>8</u> |
| 27 | Absentees | <u>8</u> |
| 28 | Urinalysis Testing | <u>9</u> |
| 29 | Sensitive Items Security | <u>9</u> |
| 30 | Crime Prevention and Physical Security | <u>9</u> |
| 31 | Weapons | <u>9</u> |
| 32 | Supply Procedures | <u>9</u> |
| 33 | Weather | <u>9</u> |
| 34 | Recommended Reading/Reference Material | <u>10</u> |
| 35 | Mailing Address | <u>10</u> |

| | | |
|----|---|---------------------------|
| 36 | Important Telephone Number | <u>10</u> |
| 37 | Official Telephone | <u>10</u> |
| | Packing List | <u>11</u> |
| | Recommended Reading List - ANCOC | <u>12</u> |
| | Recommended Reading List - BNCOC | <u>13</u> |
| | MOS 27D - Paralegal Specialist - ANCOC | <u>14</u> |
| | MOS 71L - Administrative Specialist - ANCOC | <u>15</u> |
| | MOS 56M - Chaplain Assistant - ANCOC | <u>16</u> |
| | MOS 73C/D - Finance/Accounting - ANCOC | <u>17</u> |
| | MOS 75H - Personnel Sergeant - ANCOC | <u>18</u> |
| | MOS 79R - Recruiter - ANCOC | <u>19</u> |
| | MOS 79S - Retention - ANCOC | <u>19</u> |
| | MOS 27D - Paralegal Specialist - BNCOC | <u>20</u> |
| | MOS 71L - Administrative Specialist - BNCOC | <u>21</u> |
| | MOS 56M - Chaplain Assistant -BNCOC | <u>22</u> |
| | MOS 73C/D - Finance/Accounting - BNCOC | <u>23</u> |
| | MOS 75H - Personnel Sergeant - BNCOC | <u>24</u> |
| | MOS 79R - Recruiter - BNCOC | <u>25</u> |
| | Download a copy of the Student Guide | <u>26</u> |



Top of the page

1. WELCOME.

a. Welcome to the United States Army Soldier Support Institute, Noncommissioned Officer (NCO) Academy, Fort Jackson, South Carolina. In preparation for your stay with us, we have compiled some helpful information pertaining to our standards and the courses taught at the NCO Academy.

b. Reporting.

(1) Students will report to the Welcome Center inside gate 2, located in building 4394 Strom Thurmond Blvd, for room assignments.

(2) Once room assignments have been made, students will report to the NCO Academy, 2400 Jackson Blvd, to sign in.

2. ORGANIZATION.

a. The NCO Academy is an instructional element under the United States Army Soldier Support Institute and the United States Army Sergeants Major Academy.

b. The NCO Academy consists of the headquarters element, which includes the Commandant, Assistant Commandant, Administration Section, Operations Section, and Supply Section.

c. Subordinate to the headquarters is the Advanced Noncommissioned Officer Course (ANCOC) and Basic Noncommissioned Officer Course (BNCOC). Each course is under the control of a First Sergeant who is responsible for your accountability, discipline, training, and welfare.

3. MISSION. To provide you maximum support during the course and to assist you in improving yourself. This support includes:

a. Administrative.

b. Logistical.

c. Morale.

d. Training.

4. PREREQUISITES. You must meet the following prerequisites to attend either course at the NCO Academy:

a. Meet weight standards in accordance with [Army Regulation \(AR\) 600-9](#) (measurement will occur on the first day).

b. Have no temporary profile, or be on a recovery period of a temporary profile.

c. If you have a permanent profile with "3" or "4" for any PULHES factor, you must have in your possession a copy of your approved MOS/Medical Retention Board (MMRB) proceedings recommending retention. Profile and MMRB must allow participation in drill and ceremonies, physical training, field duty, and the Army Physical Fitness Test (APFT).

d. Cardiovascular Screening for Attendance at ANCOC/BNCOC.

(1) Effective immediately, soldiers are no longer required to handcarry a copy of the cardiovascular medical screening to service schools.

(2) Units will place the physical examination date from the SF 88 (Report of Medical Examination) or DD Form 2808 on the Pre-execution Checklist Part II in the operator license information block. Write "Current Physical: YYMMDD." This will confirm the soldier has been medically screened within the last 5 years.

(3) All soldiers MUST have a current physical, within the past 5 years, IAW AR 40-501, for course enrollment.

(4) DA Form 4970-E is obsolete.

(5) This change will be incorporated into the revised AR 350-1. The Pre-execution checklist is pending revision by TRADOC. The current edition will still be used.

(6) REFERENCE: Memorandum, Office of the Surgeon General, DASG-HS-AS, 30 November 2000, subject: SF 88, Report of Medical Examination; SF 93, Report of Medical History; Medical Exam Requirements; and the Cardiovascular Screening Program (CVSP).

e. Have the PMOS for the course you are attending.

f. If attending ANCOC, be a promotable Staff Sergeant or Sergeant First Class and selected for attendance by DA SFC Selection Board.

g. If attending BNCOC, be a promotable Sergeant or Staff Sergeant and graduate of PLDC. Sergeants that are not promotable will be denied enrollment.



Top of the page

5. ADMINISTRATIVE REQUIREMENTS.

a. At least 10 copies of your orders or DD Form 1610. Reproduction facilities are limited and will not be available during inprocessing.

b. Clear, legible copies of DA Forms 2A and 2-1 or a copy of Enlisted Record Brief (ERB) for those units serviced by SIDPERS-3.

c. Basic issue of clothing (CTA 50-900, page 4-2 and [AR 700-84](#), Supply Update 14). A recommended packing list is on page 11. If your school dates fall between 1 May and 30 September, you do not have to bring winter attire (field jacket, gloves). Recommend a swimsuit for aquatics and personal kevlar sweatband. You do not have to bring any TA-50.

d. Personal Health and Dental Records, if TDY enroute to new duty station.

e. Copies of any medical documentation indicated in paragraphs [4c](#) and [d](#).

f. ID tags, hearing protection, eye glasses and inserts for the protective mask (M40).

6. SMALL GROUP LEADER (SGL).

a. Each small group is assigned a SGL and each platoon a Senior SGL who remain with the group throughout the entire course. The functions and duties of these individuals are

constructive in nature. The SGL is the immediate supervisor of all students, regardless of rank.

b. The SGL will make periodic evaluations of all members of his/her small group and will prepare academic evaluation reports prior to graduation.

c. Since the SGL is responsible for the student's performance within his/her group, those students who are experiencing difficulties will be counseled by his/her SGL on all matters, whether administrative or personal in nature.

7. CHAIN OF COMMAND.

a. Students must make full use of the student and cadre chain of command in registering complaints, making suggestions, or seeking help with a problem.

b. Be sure you have exhausted all possibilities at one level before going higher in the chain of command.

STUDENT CHAIN OF COMMAND

- Squad Leader
- Platoon Sergeant
- First Sergeant

CADRE CHAIN OF COMMAND

- Small Group Leader (SGL)
- Senior Small Group Leader
- First Sergeant
- Assistant Commandant
- Commandant



Top of the page

8. OPEN DOOR POLICY.

a. The First Sergeant of your course is available to you on a continuous basis. Use your chain of command, Small Group Leader, and Senior Small Group Leader before seeing the course First Sergeant.

b. Students desiring to present complaints, request information or assistance may do so through the SGL.

c. Students are expected to make use of all available resources to resolve personal problems until those means have been exhausted.

d. The Commandant is available to all students. If you desire to see the Commandant at any time, notify your SGL, and he/she will make an appointment for you.

9. BILLETING.

a. NCO Academy students reside in Magruder Transient billets at the rate of \$28.00 per day (Effective 1 MAR 2003). This rate is current as of the date of this guide. The cost for billeting is figured into your TDY rate. Each room is configured as a two-person room and is equipped with a private latrine, TV with cable, microwave, and phone. Some students may reside off post in a contract hotel if on-post quarters are not available.

b. Students who reside within a 50 mile radius of Fort Jackson will not be entitled to travel allowances and per diem payments. Soldiers in this category are not allowed to live in the billets and will commute to Fort Jackson daily.

10. MEALS. Students are not issued meal cards and a government dining facility is "not available". Therefore, students are authorized per diem at the commercial meal rate for Fort Jackson which is \$32.00, plus \$2.00 incidentals.

11. FINANCES/ADVANCE TRAVEL PAY.

a. For those attending courses less than 45 days in length, you may use your government credit card, for those courses in excess of 45 days, it is recommended that arrangements be made with your servicing finance office to obtain travel advances.

b. Students must obtain a government credit card prior to attending the NCO Academy. Students must draw an advance prior to arrival. Students will not be able to request an advance at Fort Jackson.



Top of the page

12. TRANSPORTATION.

a. Travel by taxi between the airport and Fort Jackson may range from \$20 for one to two passengers, plus \$4 for each additional passenger. Transportation to and from the airport includes commercial buses, limousines and taxis.

b. A Military Assistance Desk is available at the airport from 1700-0100, Monday-Friday. You may contact the Military Assistance Desk at (803) 822-8147.

c. Reimbursement for in and around mileage (POV Only) should be limited to 8 miles per day on Fort Jackson. Fuel is reimbursable for rental cars, however, we encourage you to save your receipts.

d. The cost of taxi service within the Fort Jackson area is a standard \$2.00. Once the taxi departs the installation an additional \$1.50 per mile will be charged. In and around mileage for taxi must be authorized on orders to receive payment.

13. SICK CALL PROCEDURES.

a. Individual Sick Slip (DD Form 689) may be obtained from the NCO Academy SDNCO located in Building 2400 prior to the morning formation. Students will ensure their student chain of command and SGL are aware of their intent to proceed on sick call. Students will be treated at the Troop Medical Clinic located at Hill Street and Marion Avenue (adjacent to Moncrief Army Community Hospital). No emergency room is available.

b. All non-urgent medical or dental appointments will be made during the student's open time. Only emergency medical and dental care is authorized during training.

14. PHYSICAL TRAINING. You will be administered the APFT within 72 hours of enrollment. Soldiers who fail the initial APFT will be provided one retest no sooner than 7 days after initial APFT. Soldiers who fail the retest will be eliminated from the course.

15. UNIFORMS. The items listed in the packing list on page [11](#) are required for Active and Reserve Component personnel. If your school dates fall between 1 May and 30 September, you do not have to bring winter attire (field jacket, gloves). Wear of Army Physical Fitness Uniform (APFU) and Improved Physical Fitness Uniform (IPFU) at off-Post establishments, AAFES Main Exchange, Barber Shops, Clothing Sales Store, Commissary, bowling centers or theater is prohibited (brief stops at the gas stations, shoppettes and laundry annexes are authorized). Additionally, wearing the APFU or IPFU after 0900 is prohibited on Fort Jackson unless engaged in physical fitness enhancement or remedial PT.

16. FORMATION. Formations are conducted by the student chain of command at times indicated on the training schedule, and at any other time so directed by the cadre chain of command.

17. INSPECTIONS. Daily inspections reinforce the standards of [Field Manual \(FM\) 22-5](#) and ensure all students comply with [AR 670-1](#).

18. MARCHING TROOPS IN FORMATION.

a. Student leadership will reinforce drill and ceremony skills by marching troops to and from all formations and to and from the NCO Academy.

b. Students in formation will have priority of movement along streets and roads at all times. When not in formation and walking to and from the NCO Academy, students will walk clear of roadways whenever possible, using the shoulders, sidewalks, and footpaths. At no time will a student ever be caught walking on an unauthorized path (i.e., grass).

c. Roadguards will be posted twenty feet from the crossing area to stop all traffic.



Top of the page

19. LEADERSHIP POSITIONS. Students will serve in leadership positions during the course. There are several positions in which you may serve. These positions include Squad Leader, Platoon Sergeant, and Student First Sergeant. Students also serve in leadership positions during Mission Platoon and FTX.

20. CLASSROOM INSTRUCTION.

a. Conduct in the classrooms:

(1) Smoking and the use of any smokeless tobacco products in any SSI building is prohibited. Designated smoking areas have been identified and their location will be shown to you by your SGL.

(2) Eating and drinking in a classroom are at the discretion of the SGL. Students will use appropriate waste containers located both inside and outside the classrooms. Regardless of the individual classroom rules on eating or drinking, no open containers (to include soda cans) will be allowed in the hallways of Buildings 2400 or 2270. Eating is also prohibited in the hallways of these two buildings. Again, designated break areas have been identified and will be shown to you by your SGL .

21. RESPONSIBILITIES OF STUDENT CHAIN OF COMMAND.

a. General: The basic duties of students assigned to leadership positions in the student chain of command are listed below. Each student must familiarize themselves with the responsibilities of that position. Additional duties may be added by the SGL or First Sergeants.

(1) Student First Sergeant Responsibilities:

(a) Form the unit at the prescribed time.

(b) Report all student absentees by name and location to the First Sergeant.

(c) Ensure the students are informed as to the prescribed uniform, proper equipment

and materials as dictated by the training schedule and First Sergeant.

(d) Performs other duties as prescribed by the First Sergeant.

(2) Student Platoon Sergeant Responsibilities:

(a) Report all student platoon absentees by number to the Student First Sergeant (be able to provide names and locations when requested).

(b) Ensure platoon members are informed of the prescribed uniform and the proper equipment/ material required daily as directed by the training schedule and SGLs.

(c) Perform other duties as directed by the SGLs.

(3) Student Squad Leader Responsibilities:

(a) Report all student squad absentees by name and location to the student Platoon Sergeant.

(b) Ensure squad members are informed of the prescribed uniform and proper equipment/material needed each day (review the training schedule).

(c) Perform other duties as directed by the SGLs.



Top of the page

22. MISSION PLATOON/DETAIL ROSTER. Students will perform various details while attending the NCO Academy (SDNCO, clean-up details, etc.) IAW [AR 220-45](#) (Duty Rosters).

23. GRADUATION HONORS. Graduating soldiers may be recognized with four honors.

a. Commandant's List: Those soldiers whose overall course achievement is significantly above the standards of the course. This list will not exceed 20 percent of the class.

b. Distinguished Honor Graduate: The student who has the highest academic average and is also eligible for Commandant's List honors.

c. Distinguished Leadership Award: The student who has by his or her performance, best represented the leadership traits and competencies outlined in [FM 22-100](#). Students will vote on this award near the end of the course. In case of a tie, the Small Group Leader, Senior Small Group Leader, and Course First Sergeant will make the final decision.

d. Iron Person Award: The student who has demonstrated exceptional physical fitness by attaining the highest score (300 or above) on the APFT using the extended point scale in [FM 21-20](#). Students with permanent profiles are not eligible for the Iron Person Award.

e. Students may receive recognition from the Association of the United States Army (AUSA), Adjutant General Corps Regimental Association, or Finance Corps Regimental Association in the form of plaques and certificates if selected for Distinguished Graduate, Leadership Award, or score 300 or above on the APFT. Eligibility varies for each organization.

24. GRADING PROCEDURES. This policy standardizes the NCO Academy grading procedures for scoring tests and evaluations and approving second retests.

a. Scoring test and evaluations.

(1) Test are scored in accordance with NCO Academy Test Control SOP.

(2) All evaluations are scored on a GO or NO GO basis. The minimum passing score for all examinations is 70 percent, except for ANCOC 73C/D Track examinations which are 80 percent.

b. Re-tests:

(1) Soldiers will get an initial test and only one re-test per subject during Common Core or Technical Track instruction.

(2) No second re-tests are authorized unless extenuating circumstances exist that impeded the soldier from completing the first re-test. An example is a NCO taking a re-test that becomes ill and has to be taken to the hospital. This NCO could not complete the re-test; therefore may submit a request for a second re-test.

(3) The Commandant is the approval authority for second re-tests.



Top of the page

25. GRADUATION. Graduation ceremonies normally begin at 0900. Therefore, ensure all travel arrangements for your departure are scheduled after 1400.

26. RELEASE PROCEDURES. Students are dropped from the course for the following reasons:

a. Disciplinary Reasons. Students may be eliminated for lack of motivation, disciplinary reasons, or failure to master tasks at sufficient speed to meet course training objectives. The

NCO Academy.

b. Other Valid Reasons, such as illness or injury. Disenrollment for illness, injury, compassionate transfer, or other reasons beyond the control of the individual will be made without prejudice. The student will be eligible for reenrollment as soon as convenient.

c. Academic Deficiencies. BNCOC students eliminated for academic deficiency may reenter the course when both the unit commander and the school commandant determine the student is prepared to successfully complete the course.

d. Students eliminated for cause may, by the appropriate authority, be removed from the Army standing promotion list, barred from reenlistment, receive nonjudicial punishment, or be reclassified.

e. Students eliminated from ANCOC for other than academic reasons may request reenrollment after a period of 1 year.

f. Students eliminated from BNCOC for other than academic reasons will not be eligible for further NCOES training for a period of 6 months.

27. ABSENTEES. Students must obtain permission from their SGL to be absent from training. Students who obtain permission to leave, will ensure both their student chain of command and SGL are aware of their departure, destination, and return. Students may be processed for elimination if period of absence results in excessive loss of academic hours. The chain of command will review each situation on a case-by-case basis.



Top of the page

28. URINALYSIS TESTING. All NCO Academy students will be subject to mandatory testing at any time during the course.

29. SENSITIVE ITEMS SECURITY. Periodically during the course, students will handle sensitive items. These items include commo equipment, MILES training equipment, weapons, etc. This equipment will not be left unsecured at any time.

30. CRIME PREVENTION AND PHYSICAL SECURITY. Each student is responsible for crime prevention and physical security. Personal valuables, to include excess baggage and government property, will not be left unattended unless properly secured. Privately owned vehicles are susceptible to theft so do not leave your valuables visible.

31. WEAPONS.

a. The State of South Carolina does not require privately owned weapons to be registered with the state. When transporting a weapon by POV in South Carolina, it can be loaded, but it must be in a secure location (i.e., glove compartment/trunk). All privately owned weapons will be registered with the Provost Marshal on Fort Jackson and stored in the NCO Academy Arms Room. Weapons will not be removed while you are attending ANCOC or BNCOC.

b. When a weapon is issued during the Field Training Exercise (FTX) it will not be left unattended. It will be kept in your possession at all times.

32. SUPPLY PROCEDURES.

a. Students will be issued supplies and equipment required for training. Students will sign for all property and equipment on DA Form 2062.

b. Clearing Supply:

(1) No student will be authorized to clear Supply until directed to do so by the cadre chain of command.

(2) If released for any reason prior to graduation, the student will clear supply by returning all items on hand receipt. Students will process a Statement of Charges (DA Form 362) for any item lost. After the student has cleared Supply, the student will be given his/her original hand receipt.

33. WEATHER. South Carolina weather is extremely hot in the summer and cold in the winter. It also fluctuates unpredictably during the spring and fall. Temperatures range from 85 to 110 degrees in the summer months and 20 to 50 degrees in the winter months. Please make sure that you bring appropriate clothing.



Top of the page

34. RECOMMENDED READING/REFERENCE MATERIAL.

a. Recommended reading lists are located on pages [12](#) (ANCOC) and [13](#) (BNCOC) of this guide. Remember, this list is not all inclusive, but will enhance your ability to comprehend material presented from these references.

b. During the course, you will receive training in both Common Leader and MOS subjects. You will also be evaluated in a leadership position. Information on specific leadership evaluations and examinations specific to your course are located on pages 14-25 of this guide.

35. MAILING ADDRESS:

Rank, Name
NCO Academy
ANCOC/BNCOC, MOS, Class #
Fort Jackson, SC 29207-7025

36. IMPORTANT TELEPHONE NUMBERS:

S1 – (803) 751-3131/3130/3129
Fax – (803) 751-3080
Staff Duty NCO – (803) 751-3137
Billeting – (803) 751-6296
Transportation (Port Call) – (803) 751-5128/4716
DSN Prefix 734-XXXX

37. OFFICIAL TELEPHONE:

a. Official telephones will not be used for personal calls and only incoming emergency calls will be taken. Pay telephones are provided for your convenience. They are located on the ground floor of Building 2400 and in the main hallway of Building 2270.

b. DSN calls may be made during duty hours, with the permission of the SGL.

c. Telephone messages received by S1 for students will be routed through the appropriate SGL or handcarried depending on the urgency of the message.

38. Point of contact for this Student Guide is the Assistant Commandant, DSN 734-3012 or commercial (803)751-3012.

L. BILLY PANTOJA
CSM, USA
Commandant



Top of the page

PACKING LIST

NOTE: for seasonal attire read [para 15](#) of the student guide.

| ITEMS OF ISSUE | ACTIVE DUTY | | NATIONAL GUARD | | ARMY RESERVE | |
|-------------------------------|-------------|--------|----------------|--------|--------------|--------|
| | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE |
| AWARDS, DECORATIONS AND BRASS | * | * | * | * | * | * |
| BAG, DUFFEL | 1 | 1 | 1 | 1 | 1 | 1 |
| BELT, WEB, BLACK | 2 | 1 | 2 | 1 | 2 | 1 |
| BERET | 2 | 2 | 2 | 2 | 2 | 2 |
| BOOTS, COMBAT, BLACK | 2 | 2 | 2 | 2 | 2 | 2 |
| BUCKLE, BELT, BLACK | 1 | 1 | 1 | 1 | 1 | 1 |
| BUCKLE, BRASS | 1 | 0 | 1 | 0 | 1 | 0 |
| CAP, CAMO, BDU | 2 | 2 | 1 | 1 | 1 | 1 |
| CAP, COLD WEATHER | 1 | 1 | 1 | 1 | 1 | 1 |
| COAT, ALL WEATHER | 1 | 1 | 1 | 1 | 1 | 1 |
| COAT, CAMO, BDU | 4 | 4 | 4 | 4 | 4 | 4 |
| COAT, CAMO, CW | 2 | 2 | 1 | 1 | 1 | 1 |
| COAT, AG 489 | 1 | 1 | 1 | 1 | 1 | 1 |
| DRAWERS, BROWN/WHITE CTN | * | * | * | * | * | * |
| EYE INSERTS, MASK | * | * | * | * | * | * |
| GLOVES, INSERTS | 2 | 2 | 1 | 1 | 1 | 1 |
| GLOVES, LEATHER, BLK | 1 | 1 | 1 | 1 | 1 | 1 |
| GLOVES, SHELL, CW | 1 | 1 | 1 | 1 | 1 | 1 |
| HANDBAG, SYN, BLACK | * | * | * | * | * | * |
| LAUNDRY BAG | 1 | 1 | 1 | 1 | 1 | 1 |
| NECKTAB, UNIVERSAL | 0 | 1 | 0 | 1 | 0 | 1 |
| NECKTIE, WOOL, BLACK | 1 | 0 | 1 | 0 | 1 | 0 |
| PADLOCK | 2 | 2 | 2 | 2 | 2 | 2 |
| IPFU/PFU, SWEATSHIRT ** | 1 | 1 | 1 | 1 | 1 | 1 |
| IPFU/PFU, SWEATPANTS ** | 1 | 1 | 1 | 1 | 1 | 1 |
| IPFU/PFU, TRUNKS ** | 2 | 2 | 2 | 2 | 2 | 2 |
| IPFU/PFU, T-SHIRT ** | 2 | 2 | 2 | 2 | 2 | 2 |
| RUNNING SHOES | 1 | 1 | 1 | 1 | 1 | 1 |
| SHIRT, LS, AG 415 | 1 | 1 | 1 | 1 | 1 | 1 |
| SHIRT, SS, AG 415 | 2 | 2 | 1 | 1 | 1 | 1 |
| SHOES, DRESS, BLACK | 1 | 1 | 1 | 1 | 1 | 1 |
| SHOES, PUMPS, BLACK | 0 | 1 | 0 | 1 | 0 | 1 |
| SKIRT, AG 489 | 0 | 2 | 0 | 1 | 0 | 1 |
| SLACKS, AG 489 | 0 | 2 | 0 | 1 | 0 | 1 |
| SOCKS, DRESS, BLACK | 3 | 0 | 2 | 0 | 3 | 0 |
| SOCKS, GREEN/BLACK, OG 408 | 7 | 7 | 5 | 5 | 3 | 3 |

| | | | | | | |
|--------------------|---|---|---|---|---|---|
| SOCKS, RUNNING | 5 | 5 | 5 | 5 | 5 | |
| SWIMSUIT | 1 | 1 | 1 | 1 | 1 | 1 |
| TOWEL, BATH, BROWN | 4 | 4 | 0 | 0 | 0 | 0 |
| TROUSERS, AG 489 | 2 | 0 | 1 | 0 | 1 | 0 |
| TROUSERS, CAM, BDU | 4 | 4 | 4 | 4 | 4 | 4 |
| UNDERSHIRT, BROWN | * | * | * | * | * | * |
| UNDERSHIRT, WHITE | 2 | 0 | 2 | 0 | 2 | 0 |

*** AS REQUIRED**

**** Students may desire to bring additional sets of the authorized PFU (see FM 21-20) due to the daily requirement to perform Physical Fitness Training.**

NOTE: PFU is authorized for wear prior to 1 OCT 03. Prior to this date soldiers may wear either PFU or IPFU at PT Formations. After that date IPFU is the only authorized PT Uniform.



Top of the page

RECOMMENDED READING LIST

ANCOC

| TITLE | REFERENCES |
|---|--|
| Preparing and Managing Correspondence | AR 25-50 , DA Pam 600-67 |
| Army Casualty Operations / Assistance / Insurance | AR 600-8-1 |
| Army Command Policy | AR 600-20 |
| NCOER | AR 623-205 |
| Operations | FM 3-0 |
| NBC Protection | FM 3-4 |
| Biological Detection Platoon Operations | FM 3-101-4 |
| Maintenance Operations and Procedures | FM 4-30.3 |
| Mechanized Infantry Platoon and Squad | FM 7-7 |
| Infantry Rifle Platoon and Squad | FM 7-8 |
| The Infantry Rifle Company | FM 7-10 |
| Medical Evacuation in a Theater of Operations | FM 8-10-6 |

| | |
|---|----------------------------------|
| Recovery and Battlefield Damage and Assessment Repair | FM 9-43-2 |
| Personnel Doctrine | FM 12-6 |
| Field Hygiene and Sanitation | FM 21-10 |
| Foot Marches | FM 21-18 |
| Combat Skills of Soldier | FM 21-75 |
| Soldier Performance in Continuous Operations | FM 22-9 |
| Leader's Manual for Combat Stress Control | FM 22-51 |
| Military Leadership | FM 22-100 |
| Battle Focused Training | FM 25-101 |
| Army Motor Transport Units and Operations | FM 55-30 |
| The Tank and Mechanized Infantry Battalion Task Force | FM 71-2 |
| Combat Service Support | FM 100-10 |
| Staff Organization and Operations | FM 101-5 |
| Effective Writing for Army Leaders | DA PAM 600-67 |
| The Army Maintenance Management System (TAMMS) | DA PAM 738-750 |
| Personal Financial Readiness and Deployability Handbook | TC 21-7 |
| Soldier's Manual of Common Tasks, Skill Level 2-4 | STP 21-24-SMCT |
| Doctrine for Joint Operations | Joint Pub 3.0 |
| Joint Ethics Regulation (JER) | DOD 5500.7-R |
| Unit Movement Planning | FORSCOM Reg 55-1 |
| | |



Top of the page

RECOMMENDED READING LIST

BNCOC

| TITLE | REFERENCES |
|---------------------------------------|---|
| Preparing and Managing Correspondence | AR 25-50 , DA Pam 600-67 |
| Army Command Policy | AR 600-20 |
| NCOER | AR 623-205 |
| Operations | FM 3-0 |
| NBC | FMs 3-3 , 3-4 , 3-5 , 3-100 and 25- |

| | |
|---|---|
| | 51 ; STPs 21-1-SMCT and 21-24-SMCT |
| Map Reading and Land Navigation | FM 3-25.26 |
| Infantry Rifle Platoon and Squad | FM 7-8 |
| The Infantry Rifle Company | FM 7-10 |
| Organizational Supply for Unit Leaders | FM 10-27-4 |
| Foot Marches | FM 21-18 |
| Leader's Manual for Combat Stress Control | FM 22-51 |
| Military Leadership | FM 22-100 |
| Training The Force | FM 25-100 |
| Battle Focused Training | FM 25-101 |
| Intelligence and Electronic Warfare Operations | FM 34-1 |
| Combined Arms for Air Defense | FM 44-8 |
| Transportation Reference Data | FM 55-15 |
| Army Motor Transport Units and Operations | FM 55-30 |
| Strategic Deployment | FM 55-65 |
| The Tank and Mechanized Infantry Battalion Task Force | FM 71-2 |
| Combat Service Support | FM 100-10 |
| Risk Management | FM 100-14 |
| Staff Organization and Operations | FM 101-5 |
| Operational Terms and Graphics | FM 101-5-1 |
| Soldier's Manual of Common Tasks, Skill Level 2-4 | STP 21-24-SMCT |
| Doctrine for Joint Operations | Joint Pub 3.0 |
| | |



Top of the page

Paralegal Specialist - MOS 27D
ANCOC

Leadership Evaluations:

Conduct Small Group Instruction
Conduct Platoon Level Drill and Ceremonies
Conduct Platoon Level Physical Fitness Training
Conduct an After Action Review
Conduct a Risk Assessment

Conduct an Army Writing Evaluation
Conduct a Military Briefing Evaluation
Conduct Common Leader Combat Skill (CLCS)

Examinations:

End of Common Leader Training Examination (Phase I)
Plans, Orders, and Annexes Examination (Phase I)
Manpower Management
Operations Other than War
Administrative Law Update
Military Justice Update
Foreign Claims
SJA Post-Trail Recommendations
Perform Initial Review of Legal OPLAN
Enforce the Rules of Professional Responsibility



Top of the page

Administrative Specialist - MOS 71L
ANCOC

Leadership Evaluations:

Conduct Small Group Instruction
Conduct Platoon Level Drill and Ceremonies
Conduct Platoon Level Physical Fitness Training
Conduct an After Action Review
Conduct a Risk Assessment
Conduct an Army Writing Evaluation
Conduct a Military Briefing Evaluation
Conduct Common Leader Combat Skill (CLCS)

Examinations:

End of Common Leader Training Examination (Phase I)
Plans, Orders, and Annexes Examination (Phase I)
Inventory Classified Documents
Destroy Classified Documents
Review a Proposed Publication
Files Management
Review Files

Review Filing of Documents/Correspondence
Prepare Files for Disposal
Review Correspondence
Prepare the Rater/Senior Rater/Reviewer Sections of a
Noncommissioned Officer Evaluation Report



Top of the page

Chaplain Assistant - MOS 56M
ANCOC

Leadership Evaluations:

Conduct Small Group Instruction
Conduct Platoon Level Drill and Ceremonies
Conduct Platoon Level Physical Fitness Training
Conduct an After Action Review
Conduct a Risk Assessment
Conduct an Army Writing Evaluation
Conduct a Military Briefing Evaluation
Conduct Common Leader Combat Skill (CLCS)

Examinations:

End of Common Leader Training Examination (Phase I)
Plans, Orders, and Annexes Examination (Phase I)
End of Technical Track Examination (Phase II)



Top of the page

Finance/Accounting - MOS 73C/D
ANCOC

Leadership Evaluations:

Conduct Small Group Instruction
Conduct Platoon Level Drill and Ceremonies
Conduct Platoon Level Physical Fitness Training
Conduct an After Action Review
Conduct a Risk Assessment

Conduct an Army Writing Evaluation
Conduct a Military Briefing Evaluation
Conduct Common Leader Combat Skill (CLCS)

Examinations:

End of Common Leader Training Examination (Phase I)
Plans, Orders, and Annexes Examination (Phase I)
Prepare Statement of Accountability
Process a Loss of Funds
Review of Accelerated Reporting of Receipt and Outlay Data
Maintain Funds Control Record
Verify Accounts Payable Vouchers
Analyze the Master Military Pay Account (MMPA) with LES
Employ Defense Finance Battlefield System (DFBS)
Prepare a Finance Detachment for Deployment
Perform Finance Detachment Operations



Top of the page

Personnel Services Sergeant - MOS 75H
ANCOC

Leadership Evaluations:

Conduct Small Group Instruction
Conduct Platoon Level Drill and Ceremonies
Conduct Platoon Level Physical Fitness Training
Conduct an After Action Review
Conduct a Risk Assessment
Conduct an Army Writing Evaluation
Conduct a Military Briefing Evaluation
Conduct Common Leader Combat Skill (CLCS)

Examinations:

End of Common Leader Training Examination (Phase I)
Plans, Orders, and Annexes Examination (Phase I)
Review the Personnel Organization Structure
Review the Structure of the Army Division
Review the Flow of Personnel Actions
Manage Transfers and Discharges

Manage Awards and Decorations
Monitor Finance Actions
Review Personnel Evaluation System
Manage Officer Promotions
Manage Enlisted Promotions and Reductions
Process MOS/Medical Retention Board
Supervise Reassignment Processing
Review Personnel Readiness Data from USR
Conduct Soldier Readiness Program
Prepare Personnel Estimate
Review Mobilization Procedures
Monitor Manifesting Procedures
Manage the Casualty System
Conduct Replacement Operations
Manage Wartime Strength Reporting/Accounting System
Manage Demobilization Procedures



Top of the page

Recruiter - MOS 79R
ANCOC

Leadership Evaluations:

Conduct Small Group Instruction
Conduct Platoon Level Drill and Ceremonies
Conduct Platoon Level Physical Fitness Training
Conduct an After Action Review
Conduct a Risk Assessment
Conduct an Army Writing Evaluation
Conduct a Military Briefing Evaluation
Conduct Common Leader Combat Skill (CLCS)

Examinations:

End of Common Leader Training Examination (Phase I)
Plans, Orders, and Annexes Examination (Phase I)
End of Technical Course Examination (Phase II)



Top of the page

Retention - MOS 79S

ANCOC

Leadership Evaluations:

- Conduct Small Group Instruction
- Conduct Platoon Level Drill and Ceremonies
- Conduct Platoon Level Physical Fitness Training
- Conduct an After Action Review
- Conduct a Risk Assessment
- Conduct an Army Writing Evaluation
- Conduct a Military Briefing Evaluation
- Conduct Common Leader Combat Skill (CLCS)

Examinations:

- End of Common Leader Training Examination (Phase I)
- Plans, Orders, and Annexes Examination (Phase I)
- End of Technical Course Examination (Phase II)



Top of the page

Paralegal Specialist - MOS 27D

BNCOC

Leadership Evaluations:

- Conduct Small Group Instruction
- Conduct Squad Level Drill and Ceremonies
- Conduct an After Action Review
- Conduct a Risk Assessment
- Conduct a Military Briefing Evaluation
- Conduct Common Leader Combat Skills (CLCS)

Examinations:

- End of Common Leader Training Examination (Phase I)
- Graphics and Overlays Examination (Phase I)
- Apply the Rules of Professional Responsibility
- Conduct Automated Legal Research Using Lexis-Nexis
- Adjudicate Personnel Claims

Review Record of Trial
Review Involuntary Administrative Separations
Process Law of War Violation
Train Standing Rules of Engagement Principles
Prepare a Convening Authority's Action
Prepare an Initial Court-Martial Promulgating Order
Perform Notarial Services



Top of the page

Administrative Specialist - MOS 71L BNCOC

Leadership Evaluations:

Conduct Small Group Instruction
Conduct a Squad Level Drill and Ceremony
Conduct a Squad Level Physical Fitness Training
Conduct an After Action Review
Conduct a Risk Assessment
Conduct Common Leader Combat Skills (CLCS)

Examinations:

End of Common Leader Training Examination (Phase I)
Graphics and Overlays (Phase I)
Review Correspondence
Files Management (MARKS)
Noncommissioned Officer Evaluation Report
Maintain Initial Distribution



Top of the page

Chaplain Assistant - MOS 56M BNCOC

Leadership Evaluations:

Conduct Small Group Instruction

Conduct a Squad Level Drill and Ceremony
Conduct a Squad Level Physical Fitness Training
Conduct an After Action Review
Conduct a Risk Assessment
Conduct Common Leader Combat Skills (CLCS)

Examinations:

End of Common Leader Training Examination (Phase I)
Graphics and Overlays (Phase I)
Map Reading
End of Technical Track Examination (Phase II)



Top of the page

Finance/Accounting - MOS 73C/D
BNCOC

Leadership Evaluations:

Conduct Small Group Instruction
Conduct a Squad Level Drill and Ceremony
Conduct a Squad Level Physical Fitness Training
Conduct an After Action Review
Conduct a Risk Assessment
Conduct Common Leader Combat Skills (CLCS)

Examinations:

End of Common Leader Training Examination (Phase I)
Graphics and Overlays (Phase I)
Travel Test -
 Verify Computed PCS/TDY Travel Vouchers
 Verify Computed PCSw/TDY Enroute Travel Vouchers
 Verify Computed PCS to/from Overseas Travel Vouchers

Disbursing Test -

 Prepare the Daily Statement of Accountability (DD Form 2665/2657)

Accounting Test #1 - Identify Elements of Fiscal Code & Apply Obligation Rules

Accounting Test #2 - Certify Accounts Payable Vouchers

Budget Test –

- Review Internal Management Control Program
- Prepare an Activity Report
- Review Internal Management Control Procedures
- Identify Flow & Receipt Plan for the Fiscal Year

Military Pay Test #1 – Certify Military Pay Vouchers

Military Pay Test #2 –

- Verify Transition Payments

Military Pay Test #3 –

- Reserve Component Reports

Military Pay Test #4 –

- Employ Defense Finance Battlefield System (DFBS)



Top of the page

Personnel Services Sergeant - MOS 75H BNCOC

Leadership Evaluations:

- Conduct Small Group Instruction
- Conduct a Squad Level Drill and Ceremony
- Conduct a Squad Level Physical Fitness Training
- Conduct an After Action Review
- Conduct a Risk Assessment
- Conduct Common Leader Combat Skills (CLCS)

Examinations:

- End of Common Leader Training Examination (Phase I)
- Graphics and Overlays (Phase I)
- Review Correspondence
- Monitor the Maintenance of Files
- Maintain Initial Distribution Sub
- Review Officer Record Brief
- Review Casualty Operations
- Review MOS Class/Reclass
- Unit Manning Report

Review Wartime Strength Reports
Unit Strength Report
Personnel Assets Inventory
EDAS
Extreme Family Problems
Enlisted Promotions
NCOER
OER
Leaves and Emergency Leaves
Separations Documents
SIDPERS
Manage User Accounts
System Configuration
UNIX System Admin Operations
Database Archive Audit Trail
Rev Processing Transaction Queues
Supervise System Troubleshooting & Recovery



Top of the page

Recruiter - MOS 79R
BNCOC

Leadership Evaluations:

Conduct Small Group Instruction
Conduct a Squad Level Drill and Ceremony
Conduct a Squad Level Physical Fitness Training
Conduct an After Action Review
Conduct a Risk Assessment
Conduct Common Leader Combat Skills (CLCS)


Examinations:

End of Common Leader Training Examination (Phase I)
Graphics and Overlays (Phase I)



Top of the page

To download this Student Guide in Microsoft Word format (.doc), click 

To download this Student Guide in Adobe Acrobat format (.pdf), click 

[Security/Privacy Warning](#) . | . [External Link Advisory](#) . | . [Email the Academy](#) . | . [Email the webmaster](#)

Page revised 12 September 2002